

ASSIGNMENT 2

Textbook Assignment: "Designations and Terminations," chapter 2, pages 2-1 through 2-14; and "Mail Packaging and Acceptance," chapter 3, pages 3-1 through 3-21.

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| <p>2-1. Which of the following values are important to the military postal clerk when performing postal duties?</p> <ol style="list-style-type: none">1. Integrity2. Neatness3. Trustworthy4. Punctuality | <p>2-5. Division mail orderlies are charged with the delivery and safeguard of incoming accountable mail.</p> <ol style="list-style-type: none">1. True2. False |
| <p>2-2. Military personnel selected for postal duties who have no previous postal experience should be scheduled to attend a postal course before assuming postal assignment.</p> <ol style="list-style-type: none">1. True2. False | <p>2-6. Before assuming mail-handling duties, mail orderlies must be trained in which of the following subjects?</p> <ol style="list-style-type: none">1. Importance of postal services2. Individual responsibilities3. Negative consequences for not following established procedures and instructions4. All of the above |
| <p>2-3. Which of the following documents are completed when designating military postal clerks (MPCs)?</p> <ol style="list-style-type: none">1. DD Form 2852. DD Form 22573. Page 13 entry4. Both 2 and 3 above | <p>2-7. What is the purpose of the DD Form 2260?</p> <ol style="list-style-type: none">1. Record the appointment and revocation of mail orderlies2. Provide a record of assigned mail orderlies3. Both 1 and 24. Used as a unit mail call sheet |
| <p>2-4. What official normally designates mail orderlies for units or divisions requiring mail orderly service?</p> <ol style="list-style-type: none">1. Commanding Officer2. Department Head3. JMPA4. Cope | <p>2-8. Mail orderlies must carry their DD Form 285 at all times while performing mail-handling duties.</p> <ol style="list-style-type: none">1. True2. False |

- 2-9. What is the maximum number COPEs that can be assigned to a postal operation at one time?
1. One
 2. Two
 3. Three
 4. Four
- 2-10. During a change of COPE, who is responsible for completing the audit of postal effects?
1. The supply officer
 2. The disbursing officer
 3. The supply officer and disbursing officer
 4. The command monies audit board
- 2-11. The COPE and reserve custodian accounts have a tolerance limit of ten dollars.
1. True
 2. False
- 2-12. In the case of a temporary absence of the COPE, a temporary COPE must be designated if it exceeds what number of consecutive working days?
1. 5
 2. 10
 3. 15
 4. 30
- 2-13. Who is responsible for designating the command postal officer?
1. JMPA
 2. MPSA
 3. COMMANDING OFFICER
 4. EXECUTIVE OFFICER
- 2-14. Who is authorized to be designated as the command postal officer?
1. Commission officer
 2. Warrant Officer
 3. Chief Postal clerk
 4. All of the above
- 2-15. Commanding officers are responsible for ensuring that the commands postal effects are audited at what minimum frequency?
1. Daily
 2. Weekly
 3. Monthly
 4. Quarterly
- 2-16. Which of the following is not a reason for terminating a military postal clerks designation?
1. Discharge from military
 2. Change of rating
 3. Traffic ticket
 4. Theft
- 2-17. What number of years should you retain DD Form 2257 after termination?
1. One year
 2. Two years
 3. Three years
 4. Four years
- 2-18. When a COPEs designation is terminated and no qualified relief is present, who should take custody of the command's postal effects?
1. Commanding officer
 2. Executive officer
 3. Supply officer
 4. Reserve custodian

- 2-19. When a mail orderlies designation is terminated, what document should be revoked?
1. DD Form 285
 2. DD Form 885
 3. DD Form 2257
 4. DD Form 2865
- 2-20. What publication should you consult for packaging and wrapping requirements?
1. POM
 2. ASM
 3. T-7
 4. DMM
- 2-21. What is the number one safeguard to use in protecting parcels from damage?
1. Proper packaging of the parcel
 2. The purchase of special handling insurance
 3. Endorsing the parcel FRAGILE
 4. Mailing the parcel at the priority rate
- 2-22. Military postal clerks have what obligation to postal customers in wrapping their parcels?
1. Provide wrapping paper
 2. Provide adequate tape for parcel closure
 3. Provide appropriate shipping labels
 4. Provide guidance
- 2-23. What are the three types of loads used in the transportation industry and recognized by the USPS?
1. Easy, average, and heavy
 2. Light, average, and difficult
 3. Light, middleweight, and heavy
 4. Easy, average, and difficult
- 2-24. Which of the following would NOT be considered as an acceptable mailing container?
1. Chipboard
 2. Cardboard
 3. Metal can
 4. Fiber mailing tube with metal ends
- 2-25. It is recommended that a paper wrapper not be used if the box itself is adequate as a shipping container.
1. True
 2. False
- 2-26. Fiberboard tubes and similar long packages are acceptable containers provided which of the following criteria is met?
1. Their length does not exceed 10 times the girth of the article
 2. Their length does not exceed 5 times the girth of the article
 3. Their length does not exceed 3 times the girth of the article
 4. Their length does not exceed the length of the article enclosed
- 2-27. When cans or drums are mailed, which of the following closure methods is acceptable?
1. Tops are screwed on
 2. Tops are secured with bolts
 3. Tops are clamped on
 4. Each of the above
- 2-28. Metal cans and drums must be dispatched as outside pieces to make sure equipment and personnel are not injured?
1. True
 2. False

- 2-29. For cushioning of a package, you should use which of the following materials?
1. Shredded newspaper
 2. Foamed plastic
 3. Both 1 and 2 above
 4. Popcorn
- 2-30. For closure or reinforcement of packages, you should NOT use which of the following types of material?
1. Gummed tapes
 2. Pressure-sensitive tapes
 3. Adhesives and strapping materials
 4. Cellophane tapes and masking tapes
- 2-31. Except for pressure-sensitive filament tape, tapes used for closure or reinforcement should be at least how many inches wide?
1. 1 inch
 2. 2 inches
 3. 3 inches
 4. 4 inches
- 2-32. As a window clerk, you should NOT encourage customers to use twine or cord as a method of reinforcement. If twine or cord is used, it must be at least what stress strength?
1. 10 pounds
 2. 15 pounds
 3. 20 pounds
 4. 25 pounds
- 2-33. The markings on a package must be sharp and clear when viewed at what maximum distance?
1. 10 inches
 2. 5 inches
 3. 25 inches
 4. 30 inches
- 2-34. When markings or endorsements are used, they should be placed on what area of a package?
1. Below the address
 2. Above the address
 3. To the left and even with the address
 4. On the reverse side of the package
- 2-35. Which of the markings listed below is/are authorized on a mailing container?
1. A parcel marked as containing art supplies but actually containing a pair of socks
 2. A box that had imitation Postage stamps placed on the address side
 3. Order numbers placed in the area of the ZIP Code
 4. A parcel marked PRIORITY above the address
- 2-36. What organization is identified by the fourth and fifth digits of a nine-digit ZIP Code?
1. The local delivery area
 2. The sectional center facility
 3. The area distribution center
 4. The bulk mail center
- 2-37. Ships are assigned ZIP Codes based on which of the following factors?
1. Number of crewmembers assigned to each ship
 2. Geographic location of their home ports
 3. Both 1 and 2 above
 4. Volume of mail each ship receives
- 2-38. All ships receive mail through one of how many gateways?
1. One
 2. Two
 3. Three
 4. Four

2-39. The FPO address assigned a ship depends upon what factor, if any?

1. The size of the ship
2. The amount of personnel assigned
3. The ship's home port
4. None

A. FPO AA B. FPO AE C. FPO AP

IN ANSWERING QUESTIONS 2-40 THROUGH 2-43, SELECT THE FPO ADDRESS IN THE TEXT BOX THAT IS CORRECT FOR THE UNIT'S HOME PORT GIVEN IN THE QUESTION.

2-40. Norfolk, VA.

1. A
2. B
3. C

2-41. San Diego, CA.

1. A
2. B
3. C

2-42. Mayport, FL.

1. A
2. B
3. C

2-43. Bremerton, WA.

1. A
2. B
3. C

2-44. Which of the following publications list(s) the correct mailing addresses of Navy activities, ships, and other mobile units?

1. The Standard Navy Distribution List, part 1
2. The Standard Navy Distribution List, part 2
3. Both 1 and 2 above
4. The Mail Distribution Instructions and Labeling Handbook

2-45. Which of the following addressing procedures is/are NOT considered acceptable?

1. Two or more addresses on the same article
2. More than one post office appears in the return address
3. An article has instructions to return to point of mailing
4. All of the above

2-46. Where should the ZIP Code be placed on a letter that is mailed to a US address?

1. On the last line of address following the city and state
2. On the last line of address following the city and in front of the state
3. On the last line of address in front of the city and state
4. As the bottom line of the address below the city and state

2-47. When the state name is abbreviated, the use of a period after the name and before the ZIP Code is not required.

1. True
2. False

- 2-48. A mailer may request a certain length of time that a piece of mail should be held before returning it to the mailer. Where on the mailing container should this request appear?
1. Above the return address
 2. Below the return address
 3. Above the addressee's address
 4. Below the addressee's address
- 2-49. Whenever box or division numbers are used as part of the address, they should normally be included on what line of the address?
1. First
 2. Second
 3. Third
 4. Fourth
- 2-50. Which of the following military addresses is NOT a correct address?
1. CTF 77, FPO AE 09501
 2. Fighter Squadron 12 (VF12), FPO AE 09501
 3. VP-44, FPO AP 96601
 4. USS NEVERSAIL (DDG-10) FPO AE 09566
- 2-51. Mail should not be addressed to task forces, groups, or units by task organization numbers unless so listed in the SNDL.
1. True
 2. False
- 2-52. The use of an FPO ZIP Code provides which of the following benefits?
1. Affords greater control of mail
 2. Qualifies mail for domestic postal rates
 3. A uniform system for addressing mail
 4. All of the above
- 2-53. The postal concentration centers are furnished with proper routing and dispatching instructions for deployed ships by what organization?
1. MPSA
 2. JMPA
 3. FLTCINC
 4. NAVSUP
- 2-54. Which, if any, of the following special services may be provided for Department of State addresses?
1. C.O.D.
 2. Registered
 3. Insured
 4. None of the above
- 2-55. Keeping nonmailable and potential harmful and dangerous matter from the mail is the responsibility of what person(s)?
1. The military postal clerk only
 2. The mailer only
 3. The military postal clerk and the mailer
 4. The postal officer
- 2-56. Which of the following personnel may exclude questionable written, printed, or graphic matter from the mails?
1. Window clerk
 2. COPE
 3. Postal officer
 4. None of the above
- 2-57. An article may be nonmailable because it does not comply with postal regulations in regard to which of the following situations?
1. Preparation
 2. Size
 3. Weight
 4. All of the above

2-58. A flammable liquid may be accepted in the domestic surface mail under what condition?

1. Its flash point is between 20°F and 100°F
2. Its flash point is between 25°F and 105°F
3. Its flash point is between 30°F and 110°F
4. Its flash point is between 40°F and 120°F

2-59. Combustible liquids can be accepted for Mailing if they meet the requirements in what module of the DMM?

1. A
2. C
3. P
4. R

2-60. Although accepted by USPS in the domestic mail system, which of the following articles are NOT accepted in the Military Postal System?

1. Matches
2. Class B poisons
3. Narcotic drugs
4. Switchblade knives

A. Possible unique characteristic of a package or letter containing a bomb.

B. Probably would not be a unique characteristic or appear on the

2-61. An endorsement is indicated on the wrapper as Private.

1. A
2. B

2-62. The addressee's official title is inaccurate on the envelope of a letter.

1. A
2. B

2-63. The parcel is making a buzzing noise.

1. A
2. B

2-64. If an article is suspected of being a letter bomb, which, if any, of the following is NOT recommended as a precautionary measure?

1. Put the article in a bucket of water
2. Put the article in a desk drawer
3. Put the article in a file cabinet
4. Each of the above

2-65. Which of the following conditions must occur before a battery-powered device is considered mailable?

1. The batteries have to be removed
2. The batteries have to be deactivated
3. Either 1 or 2 above, depending on the desires of the mailer
4. The device must contain liquid electrolyte batteries

2-66. Any parcel containing firearms, switchblade knives, or controlled substances should not have any marking on the outside wrapper or container that would indicate the nature of the contents.

1. True
2. False

IN ANSWERING QUESTIONS 2-61 THROUGH 2-63, SELECT THE CATEGORY FROM THE TEXT BOX THAT IS INDICATIVE OF THE DESCRIPTIVE ATTRIBUTE IN THE QUESTION. EACH RESPONSE MAY NOT BE USED.

- 2-67. Before a licensed manufacturer can mail a firearm, what form must be filed at the mailing post office?
1. PS Form 1508
 2. PS Form 1509
 3. PS Form 1510
 4. PS Form 1518
- 2-68. A shotgun is nonmailable if the barrel(s) is/are less than what overall length?
1. 18 inches
 2. 20 inches
 3. 26 inches
 4. 30 inches
- 2-69. An antique firearm is any firearm manufactured in or before what year?
1. 1776
 2. 1898
 3. 1900
 4. 1909
- 2-70. When an article that is addressed to an APO or FPO is presented for mailing, what publication should be checked for possible mailing restrictions?
1. DOD Postal Manual, Conditions Applied to Mail Addressed to Military Post Offices Overseas
 2. DMM, Conditions Applied to Mail Addressed to Military Post Offices Overseas
 3. Postal Bulletin, Conditions Applied to Mail Addressed to Military Post Offices Overseas
 4. T-7, Conditions Applied to Mail Addressed to Military Post Offices Overseas
- 2-71. Scales used at postal finance window should be checked for accuracy at what minimum frequency?
1. Daily
 2. Weekly
 3. Monthly
 4. Quarterly
- 2-72. Navy post offices should have calculators that have the ability to print tapes?
1. True
 2. False